



SAINT CATHERINE of SIENA SCHOOL

INSTRUCTIONS FOR CREATING A FACTS FAMILY PORTAL LOGIN

- Go to www.factsmgt.com
- Select **Parent Log in** from the menu bar and **FACTs Family Portal** from the drop-down menu.
- After the FACTs Family Portal Login screen opens, please select **Create New Family Portal Account**.
- Enter STCS-MA into the District Code Field
- Enter in the email field your email address as provided in your application to the school
- Click the **Create Account** button
- You will receive an email from FACTs SIS Customer Support containing a link that will allow you to create your username and password. For security reasons, this link will only remain active for 6 hours.
- **Click on the link.** A change/create password screen will open. You may use the default username provided, or create a new username. Then type your desired password into the password field and confirm
- **Click on save username and/or password** button.
- **Close the window**
- Log into Family Portal as instructed above

To enroll into the school, you will need to access our FACTS Family Online Portal. If you do not have a login, please follow the [Instructions for Creating a Family Portal Login](#) listed below.

TO ACCESS FAMILY PORTAL

- Go to www.factsmgt.com
- Select **Parent Log in** from the menu bar and **FACTs Family Portal** from the drop-down menu.
- Type in your username and password. If you have forgotten your username or password, please click forgot username/password to reset
- After logging in, **click Apply/Enroll** in the left menu
- **Click on the Enrollment/Reenrollment** link

Our online enrollment system will open with a link to the enrollment packet for (STUDENTFIRSTNAME). The online process should take approximately 15 minutes to complete. Your information will be saved if you need to stop and come back later.

The instructions and Enrollment checklist page of the enrollment packet contains supplemental enrollment forms that must also be submitted. Further instructions on the forms are provided online.

Please know that the application process and enrollment process are a 2 part process and both must be completed and submitted before a student is considered enrolled.